

**WARR ACRES COMMUNITY CENTER**

4301 N. Ann Arbor  
Warr Acres, OK. 73122  
(Reservations 789-2892)

1. **PARTIES OF THIS CONTRACT:** This contract is between:

**LESSEE:**\_\_\_\_\_

LESSEE ADDRESS:\_\_\_\_\_CITY:\_\_\_\_\_

ZIP:\_\_\_\_\_PHONE:\_\_\_\_\_

And OWNER: The City of Warr Acres, for use of specific areas of the Warr Acres Community Center, at 4301 N. Ann Arbor, Warr Acres, OK.

LESSEE will include only the following person or group of persons\_\_\_\_\_

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Purpose of Community Center rental\_\_\_\_\_

No other person or group of persons will occupy the able named premises without the express written consent of the owner.

2. **NO SUBLETTING:** Subletting or assignment will not be allowed.

3. **CONTRACT TERM:** The initial term of this contract shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and end on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The hours of occupancy will be from \_\_\_\_\_ to \_\_\_\_\_.

**NOTE: LONGTERM CONTRACTS:** cannot be rented for more than 3 months at A time and scheduled 30 days in advance. Please specify the days of the month applicable to this contract (e.g. 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month)\_\_\_\_\_

**NO REFUNDS FOR LONGTERM CONTRACTS.**

All changes or modifications to this contract must be made in person, during business hours, at Warr Acres City Hall, not less than 48 hours prior to the event. Rental funds will not be considered after the facility has been occupied under this contract.

**4. CANCELLATION –INDIVIDUAL CONTRACTS**

Lessee must notify the reservations clerk at Warr Acres City Hall a minimum of two (2) weeks prior to the rental date for a cancellation refund, otherwise, rental fees will be forfeit. A claim form must be signed by the lessee requesting a rental refund. Security deposit(s) on cancellation will be refunded **10** to **20** working days from the date cancellation is received.

RENTAL RATES EFFECTIVE JANUARY 1, 2000

5. SATURDAY-FAMILY DAY

Saturdays will be available solely for family functions; family reunions, anniversary parties, weddings, receptions, birthday parties, etc. Families may rent any other available day as well. Weekdays the Community Center is available for rent after 3 p.m.

6. RENTAL REQUIREMENTS AND FEES

The following shall apply:

ROOM	RATES
A. AUDITORIUM 50 x 55 (Capacity 200)	_____ x \$15 PER HOUR 2-hour minimum
AA. KITCHEN (Available with auditorium rental only)	_____ x \$10 PER HOUR
B. LARGE CRAFT ROOM 15 x 25 (Capacity 20-30)	_____ x \$7.50 PER HOUR 3 hour minimum
C. SMALL CRAFT ROOM 10 x 15 (Capacity 12)	_____ x \$7.50 PER HOUR 3 hour minimum
D. ENTIRE BUILDING	_____ x \$40 PER HOUR 2 hour minimum

TOTAL HOURS \_\_\_\_\_ x \$ \_\_\_\_\_ + \$20.00 FOR EACH  
DATE RESERVED. =RENT DUE \$ \_\_\_\_\_

7. SECURITY DEPOSITS

_____	A.	AUDITORIUM	\$75.00
_____	AA.	KITCHEN	\$75.00
_____	B.	LG CRAFT RM	\$35.00
_____	C.	SM CRAFT RM	\$35.00
_____	D.	ENTIRE BLDG.	\$200.00
_____		MICRO-PHONE	\$55.00
_____		TOTAL DEPOSIT (S) DUE	

Only person 18 years of age and older are eligible to enter into a contract for use of the Warr Acres Community Center.

All rental fees and deposits will be required at the time the contract is initiated. Only then will a reservation be entered in the reservation book.

A security deposit(s) is required. Failure on the part of the lessee to restore the facility to the condition it was in prior to occupancy, and/or failure on the part of the lessee to vacate the building at the time designated by the lessee shall result in forfeiture of the deposit(s).

#### **INDIVIDUAL CONTRACTS:**

Security deposit(s) will be refunded 10 to 20 working days from the date the lessee's to Statement of Condition Check List is received at Warr Acres City Hall, provided all conditions of this Contract and Policies are met. The Statement of Condition Check List will be returned to City Hall by the building custodian the next working day following lessee's use of the facility. The check list must be signed by both lessee and the Community Center building attendant if a refund is in order. The building attendant will not sign if violation(s) exist; all or part of the deposit will be forfeit. A copy of the Statement of Condition Check List will be provided for review at the time the contract is initiated.

#### **LONGTERM CONTRACTS:**

There are no refunds for multiple rentals.

### **8. PARKING**

Parking under the canopy at the main entrance of the Community Center for any reason other than loading and unloading is strictly prohibited. Failure to comply may result in a citation by the Warr Acres Police Department.

Additional parking is available at the Putnam City Church of Christ, 4300 N. Ann Arbor, under the following conditions: Unrestricted parking on the East side of the Church building, parking on the West side of the building, facing Ann Arbor, shall be confined to one row only, except for no parking on Wednesday, Sunday, and any special days as the Church may designate, and parking one row facing the fence on the North side of the lot, except on special days the Church may designate.

### **9. SMOKING**

The entire Community Center facility is smoke-free.

**NO SMOKING PERMITTED!**

10. **ALCOHOLIC BEVERAGES**

The use or sale of alcoholic beverages on the premises of the Community Center is **STRICTLY** prohibited. **VIOLATION OF THIS RULE WILL RESULT IN FORFEITURE OF RENTAL FEES, SECURITY DEPOSITS AND EVICTION FROM THE COMMUNITY CENTER.** It will be the responsibility of the lessee to report to the Warr Acres Police Department disorderly conduct of anyone on the property of the facility. Call Lessee and/or lessee's guests, disturbing the peace, or violation this contract or policies, shall be ejected, or shall eject the offending party or parties from the facility and the premises. Losses suffered by the owner (City) will be recovered.

11. **OTHER RULES & REGULATIONS**

Lessee accepts the fixtures, equipment, and furniture, as is, making note on the Statement of Condition check list of any damage or unusable furniture or equipment as well as any other unacceptable condition. Such notations will be made by the lessee and witnessed by the Building Attendant, upon arrival at the Community Center.

Damage or losses of equipment, furniture, or utensils are the responsibility of the lessee. Recovery by the owner includes all or any part of the security deposit plus any additional replacement or repair costs. A police report may be initiated.

Lessee shall be liable for damages or repairs to the Community Center facility or its contents due to damages caused by lessee or lessee's guests. The Community Center and other areas under this lease contract shall be kept in good order by the lessee. Losses suffered by the owner (City) will be recovered; appropriate changes will be deducted from the security deposit.

Sales or services may **NOT** operate in or from the Community Center.

**FOOD AND DRINKS ARE PROHIBITED IN THE LOUNGE AREA OF THE COMMUNITY CENTER!!!!!!!!!!**

12. **CLEANING**

Failure to clean the leased facilities including, restrooms, kitchen, snack room, lounge area etc. (any area entered into by the lessee or lessee's guests) will result in forfeiture of security deposit(s).

13. **LIABILITY INSURANCE**

Organizations sponsoring events open to the general public or to non-Organization members, must provide liability insurance and proof of same running to the Warr Acres Community Center at 4301 N. Ann Arbor, Warr Acres, OK. Liability insurance must provide \$1 million personal liability (aggregate), \$25,000.00 property damage, and \$100,000.00 other. Certificate must be provided at the time the rental contract is initiated.

14. **PHONE**

A phone will be made available by the building attendant. The lessee will be responsible for any long distance phone calls made during the contract time by lessee/guests. The phone may be kept in storage until use is necessary.

15. **COPIES**

This contract is executed in multiple copies, one for the lessee and the original to the owner (City).

**Lessee will show copy of contract to Building Attendant on entry.**

**Failure on the part of the lessee and/or lessee's guests to fully comply with the requirements of this contract shall result forfeiture of lessee's deposit(s).**

IN WITNESS HEREOF the parties have affixed their signatures hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**LESSEE**

**OWNER'S REPRESENTATIVE**

\_\_\_\_\_  
Signature indicates the lessee has read, understands, and accepts the conditions of this contract.

Clerk: Attach copy of the following: Lessee's drivers license  
Rental Check  
Deposit Check